

Position Vacancy

Student Intern (Volunteer / non-U.S. citizens)

OPEN TO: Undergraduate/Graduate student (non-U.S. citizens)
POSITIONS: Student Intern (Volunteer)
OPENING DATE: May 23, 2012
CLOSING DATE: June 6, 2012
WORK HOURS: Part-time, minimum 20 hours/week
LENGTH OF HIRE: 6 months

Kansai American Center, Consulate General Osaka-Kobe is seeking one undergraduate/graduate student, resident in Kansai area, for an unpaid internship.

BASIC FUNCTION OF POSITION:

The student intern will assist in wide range of administrative support, e.g., time-and-attendance data-entry, E-2 systems (web-based travel arrangement system), and the vouchering process.

QUALIFICATIONS REQUIRED:

1. *Level III (Good Working Knowledge) English/*Level II (Limited Knowledge) Japanese is required.
2. Good computer skills are required, particularly with Microsoft applications.
3. Proficiency with various social media (Facebook, Twitter, Mixi). Ability to create YouTube videos for posting on websites.

* U.S. Government language standards. For equivalents in other standard tests, please see <http://japan.usembassy.gov/e/info/tinfo-jobtips.html>.

ADDITIONAL SELECTION CRITERIA:

1. All candidates for this position must submit their applications in English.
2. Applications must be received by the closing date.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. ** Application Form
2. Certified transcript from university/college
3. Language proficiency test score(s)

** Applications are available at <http://japan2.usembassy.gov/e/info/tinfo-jobs.html>.

SUBMIT APPLICATION TO:

Human Resources Office
U.S. Embassy Tokyo

By post: 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420
Or by fax: 03-3224-5818